



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

## FOR AGENCY USE

Application Date

February 2, 1977

Application Number

## 1. Agency Address

Department of Education  
Alto Evaluation and Education Center  
Alto, Georgia

## FOR RECORDS MANAGEMENT USE

Application Number

77-65

Date Received

EEB 14 1977

Date Completed

MAR - 4 1977

## 2. Person to Contact

Mr. Otis Victrum

## Working Title

Director

## Telephone Number

778-6623

## 3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.  
b. ☐ Dispose of present accumulation; no further accumulation anticipated.  
c. ☐ Amend Application No. \_\_\_\_\_ Check One: ☐ Change; ☐ Supersede; ☐ Void

## 4. Dates of Series

Earliest

Latest

1963

to date

## 5. Records Series Title (followed by title used in office; if different)

Attendance Register Files

## 6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

Alto Education and Evaluation Center provides academic and vocational programs designed to equip youthful public offenders with marketable skills.

## 7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to:

documenting the attendance of students enrolled in the school.

Included are:

Attendance Register Sheets. containing teacher's name, list of students in the class, attendance data and other related information.

File is arranged:

Chronologically by month of report, and thereunder by teacher.

## 8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 10; Seven to twelve months old 5; Thirteen to twenty-four months old 2;  
twenty-five months and older 1?

## 9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Family Privacy Act of 1975
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Monthly Report of Attendance, Attendance Cards.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	— 0 —	years.	d. Audit period	— 0 —	years.
b. Statute of limitation	— 0 —	years.	e. Administrative need	— 3 —	years.
c. Federal law	— 0 —	years.	f. Federal retention instructions	— 0 —	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

e. State Board of Education Policy 40-4311 states that the Attendance Register be kept 3 years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other School Year then,

- ☒ Hold in the current files area 3 month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold        year(s); then
- ☐ Transfer to State Records Center; hold        year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <u>O.V.</u>	Date <u>2/10/77</u>	Records Management Officer (Signature) <u>W. A. Spauloch</u>	Date <u>2/2/77</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) <u>[Signature]</u>	Date <u>3-3-77</u>
State Auditor/Designee <u>[Signature]</u>	Secretary of State/Designee <u>Cargill</u>	Attorney General/Designee <u>[Signature]</u>	Date <u>2-28-77</u>
			Date <u>3-3-77</u>